



THE OHIO STATE UNIVERSITY
COLLEGE OF VETERINARY MEDICINE



Department of **Veterinary Biosciences**

VISITORS POLICY

OVERVIEW

The Ohio State University Department of Veterinary Biosciences offers a variety of programs for visiting veterinary students, interns, residents, and faculty. Visitor programs enrich our own clinical and research programs, provide academic growth for visiting participants and help other institutions meet specific programmatic needs. Visitors provide opportunities for collaboration, and sharing of ideas in teaching, service, and research. International visitors enhance our cultural diversity and encourage development of professional relationships between OSU and the global veterinary community. In some cases, visiting students and residents from other institutions develop an interest in applying for future intern, resident, or faculty positions in our program.

Visitors are accepted by special arrangement and prior approval of the faculty and Chair of the Department. The categories of visitor programs include the following.

- **Visiting Students**—Unique experiences for visiting 4th-year (senior) veterinary students who are enrolled in AVMA-accredited veterinary colleges in North America.
- **Visiting Interns and Residents**—Unique experiences for visiting veterinary interns and residents from North American post-professional training programs.
- **Visiting Practitioners**—Unique experiences for practicing veterinarians from North America, including veterinarians in private practice, industry, or nonprofit programs.
- **Visiting Faculty**—Focused veterinary experiences or academic collaborations for faculty members from peer colleges and universities in North America.
- **Visiting International Trainees and Faculty**—Unique experiences for international visitors and observers who are senior veterinary students, interns, residents, faculty, or practitioners from other countries.
- **Visiting Scientists and Scholars**—Unique research experiences in the general areas of oncology, microbiology, immunology and physiology.

Specialty Areas Available

Clinical Pathology and Anatomic Pathology

Available experiences include extern-ships and rotations in clinical and anatomic pathology. Rotations usually are for one week blocks in a specialty. The daily activities of participants in the visitor programs are varied and will be determined and supervised by the faculty in each specialty service. Opportunities for learning are enhanced by the outstanding faculty and residents, the large and diverse clinical caseload, and the comprehensive facilities within the department and the OSU Veterinary Medical Center, including flow cytometry, laboratory animal pathology, imaging, Biochemistry and Molecular Biology shared core services (<http://vet.osu.edu/research/core-services>).

Participants in the clinical pathology rotation will have the opportunity to evaluate hematologic and cytologic specimens from clinical cases, teaching sets, and an extensive archive of glass slide sets from the American Society for Veterinary Clinical Pathology. Participants are invited to attend the weekly clinical case seminar in Veterinary Clinical Sciences (CPC), the clinical pathology seminar, the cytology elective, cytology rounds, and weekly specialty rounds for surgical pathology that include dermatology rounds and oncology rounds. Participants interested in anatomic pathology will primarily be involved in the necropsy service. Participants will have the opportunity to attend morning specialty pathology conferences, histopathology conference and AFIP/gross pathology conferences. Rotations in research laboratories may be arranged in collaboration with a specific faculty member.

<http://vet.osu.edu/biosciences/biosciences-faculty>

Research Specialties

The Ohio State University Department of Veterinary Biosciences has outstanding research programs in the general areas of oncology, microbiology and immunology, and physiology. Prospective Visiting Scientists and Scholars should first contact an OSU faculty member in the area of interest to serve as a sponsor. <http://vet.osu.edu/biosciences/biosciences-faculty>

GUIDELINES AND INFORMATION

- **Evaluations** — Rotations are not routinely graded or evaluated, but special forms will be completed and grades provided (pass/fail) for veterinary students whose institution requires completion of such forms. Visiting students must provide advance notice of special requirements for grading or evaluation when they submit their application.
- **Accommodations** — Participants are expected to make their own arrangements for transportation and living accommodations. Many motels and hotels are available in the Columbus area through the Yellow Pages, the OSU Housing website or the Campus Bulletin Board. International visitors can also get assistance through the university's Office of International Affairs (OIA).
- **Insurance** — As visitors may be exposed to zoonotic illnesses and animal-inflicted injuries, it is highly recommended that visitors carry personal health insurance during their time in the department. The Ohio State University including its faculty, staff, students, agents and representatives are not responsible for illness or injuries encountered during the visit nor for payment of any care received.
- **Liability** — Visitors will be required to complete the Visitor Request & Release form. This form includes a Release of Liability/Statement of Confidentiality.
- **Fees** — The standard visitor fee for all except students is US \$500 per week (see Table 1). Requests for fee waivers should be submitted in writing with appropriate documentation as to reason (*i.e.* availability of funds, qualifications, etc.). The final decision regarding fee waivers is at the discretion of the Department Chair. In addition, a visa processing fee of US \$366 is required for all international visitors who are not U.S. citizens and require a J-1 visa. The visa processing fee cannot be waived. Payment of all fees before the scheduled visit is required in US dollars by bank draft, money order, or cashier's check, made out to Ohio State University-Department of Veterinary Biosciences. For special circumstances that justify a waiver of the required visitor fee, the sponsoring faculty member may request approval from the Department Chair. Upon approval of the Visitor Request & Release form, the visitor will be notified of the fees that must be paid.

APPLICATION PROCESS

Individuals interested in visiting must submit a complete application and payment for any applicable fees in advance of their planned visit. Materials required for a complete application are detailed below. Applications must be reviewed and approved by the sponsoring faculty member, Chair of the Combined Pathology Residency/Graduate Program or Faculty Advisor Committee, and Chair of Veterinary Biosciences. The sponsoring faculty member must approve the proposed visit, including the date and duration, detailed purpose, and financial support. Visitor requests may be denied if the proposed visit is scheduled to occur during a time when other visitors are expected in the pathology specialty service, or if the proposed visit is scheduled to occur when faculty staffing is insufficient to meet programmatic needs. The Department Chair reserves the right to limit visitors at any time.

When a decision is rendered on the application request, visitors will be notified via the email address provided on the Visitor Request & Release form. Ultimate approval requires successful completion of a background check, and pertinent background check forms will be forwarded to the applicant. If the application is approved, visitors will be advised of the rotation and dates approved as well as all applicable fees. Fees, in total, are due prior to arrival and must be paid in US dollars by bank draft, money order, or cashier's check, made out to Ohio State University-Department of Veterinary Biosciences. Visitors will also receive additional information including housing options, the day and time to report on the first day and directions to the Department of Veterinary Biosciences.

APPLICATION MATERIALS

1. Completed Visitors Request and Release Form
2. Letter of intent and curriculum vitae or resume
3. For international visitors, proof of financial support for visa processing fees, if a visa is requested.
4. For students, unofficial copies of veterinary school transcripts and GRE scores (if available) are required to verify their good academic standing in a college of veterinary medicine.

PLEASE SEND ALL APPLICATION MATERIALS TO

Brian D. Dean
Department of Veterinary Biosciences
College of Veterinary Medicine
The Ohio State University
1925 Coffey Road
Columbus, OH 43210 UNITED STATES
dean.871@osu.edu
Phone: 614-292-2377
Fax: 614-292-6473

Only complete application packets will be forwarded for review and approval.

FEES

- **Visitor Fee** — The standard visitor's fee for all except students is \$500/week. Requests for fee waivers should be submitted in writing with appropriate documentation as to reason (i.e. availability of funds, qualifications, etc.). Final decision regarding fee waivers is at the discretion of the Department Chair. If a fee has been designated for the visit; visitors will be notified via email when they are notified that their visit has been approved. Fees are payable in US dollars by bank draft, money order, or cashier's check to The Ohio State University-Department of Veterinary Biosciences Office prior to the visit.
- **Visa Processing** — International visitors are required to have an appropriate visa and clearance from Homeland Security. We charge a fee of \$366, payable to The Ohio State University, for the administrative processing related to visa eligibility documents. Visitors are responsible for paying this and all other fees and expenses incurred with the visa application. Processing fees must be received before J-1 eligibility documents and supporting materials will be sent to international visitors. If a visa processing fee is required, this can be included in the same envelope with the visitor fee, but must be paid by a separate check.

All applicable fees must be paid prior to the visit. Upon prior approval, arrangements can be made that the fee is paid on the first day of the visit with a check, money order or cashier's check payable in US Dollars and provided to The Department of Veterinary Biosciences administrative office. ***Please note that cash is not accepted and visitors will be directed to the nearest financial institution to acquire the appropriate payment method.*** Fees are not refundable.

If the fee has not been paid on or before the first day, and prior arrangements have not been made, the visitor will not be allowed to spend time in the department until the financial arrangements have been reconciled. Once payment is made, the visitor will be allowed to participate in the visit. In the event that international visitors have not reconciled financial arrangements within 3 days of the start of the visit, the University's Office of International Affairs (OIA) will be informed that the visit has been cancelled and OIA will contact the appropriate US Agency to advise them that the visit has been cancelled.

Special Institutional Agreements

Formal agreements or contracts may be appropriate for veterinary schools and other institutions that send students or trainees to OSU's College of Veterinary Medicine on a recurring basis. These negotiated agreements may provide for specific funding commitments or for a reciprocal exchange of students that is mutually beneficial to both institutions. Each institutional agreement is a unique contract that requires thorough consideration by the faculty and administrative approval by the Chair, Dean, and institutional fiscal officer. Our College currently has special institutional contractual agreements with Ross University (Basseterre, St. Kitts, West Indies), St. Georges University (Grenada, West Indies), and Rakuno Gakuen University (RGU; Japan).

Table 1. Fees for Department of Veterinary Biosciences Sciences Visitors

Category	Eligibility	Requirements	Fees
Veterinary Students	Senior veterinary students from North American Veterinary Colleges	*Written request (letter of intent) *Visitors Request & Release *Curriculum vitae *Veterinary School transcripts and GRE scores	* None
Interns and Residents	Interns and Residents from North American training programs	*Written request (letter of intent) *Visitors Request & Release *Curriculum vitae	* \$500 per week
Domestic Professionals	Professionals from North America including faculty members from colleges and universities, practitioners, technicians, scientists in industry, etc.	*Written request (letter of intent) *Visitors Request & Release *Curriculum vitae	* \$500 per week
International Trainees (Scholars)	International (noncitizen) veterinary students, interns, residents, graduate students, post-doctoral fellow, etc.	*Written request (letter of intent) * Visitors Request & Release * Curriculum vitae	* \$500 per week * \$366 visa processing and proof of financial support if visa is required
International Professionals (Scientists)	International (noncitizen) professionals including faculty members, practitioners, scientists, etc.	* Written request (letter of intent) *Visitors Request & Release *Curriculum vitae	*\$500 per week *\$366 visa processing and proof of financial support if visa is required